



COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

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COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Directors
Area Agencies on Aging

FROM: Bill Peterson

DATE: October 7, 2003

SUBJECT: **Community Partnerships for Older Adults Grants**

Community Partnerships for Older Adults (CPOA) is a \$20-million initiative of the Robert Wood Johnson Foundation. It is designed to help communities improve the systems delivering long term care and supportive services to vulnerable older adults and their caregivers. This program is intended to stimulate community-generated solutions for developing systems of long term care with the understanding that there is no one-size-fits-all program that can adequately meet the diverse needs of older adults. Through grant awards and technical assistance resources, the CPOA program hopes to assist community partnerships that are working toward positive change in their long term care and supportive services systems.

In this second round of funding, a maximum of 17 communities will be awarded development grants of up to \$150,000 for 18 months. The deadline for a Letter of Intent is 3:00 PM, January 9, 2004. For more information, go to <http://partnershipsforolderadults.org>.

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Ellen Nau, Human Services Program Coordinator

DATE: October 7, 2003

SUBJECT: National Family Caregiver Support Program

Hispanic Heritage Month: A celebration of the many contributions Hispanic Americans have made to our culture.

In 2000 Hispanic Americans made up nearly 6 percent of the older population. By 2028, the Hispanic population over age 65 is projected to be the largest racial/ethnic minority group in the 65+ age group. Let's make October the time to plan how we can reach out to the older Hispanic American population. For facts and figures on this group, consult http://www.aoa.gov/prof/Statistics/minority_aging/Facts-on-Hispanic-Elderly.pdf. If you have special programs or ideas on serving the Hispanic American older population, be sure to share them at VDA's October 21 NFCSP training.

National Family Caregivers Month: November 2003

Share information on the NFCSP with caregivers in your area. Kits containing a variety of resources on caregiving are now available from AoA. You can download various pieces of the kit or download the kit in one zip file. (8.5 MB Zip) For further information contact the AoA website at http://www.aoa.gov/press/nfc_month/nfc_month_pf.asp.



COMMONWEALTH of VIRGINIA

News Release

FOR IMMEDIATE RELEASE

Contact: William Peterson (804) 662-9325
Deputy Commissioner for Programs
Virginia Department for the Aging

Commonwealth Council on Aging Elects New Chair

The members of the Commonwealth Council on Aging, at their regular meeting on Thursday, September 4, 2003, elected **Mrs. Judi G. Reid** of Richmond, Virginia to serve as Chair. The Commonwealth Council on Aging was created by the General Assembly to promote an efficient, coordinated approach by state government to meeting the needs of older Virginians.

The Council is composed of nineteen voting members. The Governor appoints one member from each Congressional district in the Commonwealth of Virginia. The Speaker of the House of Delegates and the Senate Committee on Privileges and Elections each appoint four at-large members. The Council also includes four non-voting ex-officio members (or their designees), as follows:

- **The Honorable Jane H. Woods**, Secretary of Health and Human Resources;
- **Terry A. Smith**, Adult Services Program Manager, designee of the Commissioner of the Virginia Department of Social Services;
- **Diana Thorpe**, Director of the Division of Long-Term Care and Quality Assurance, designee of the Director of the Virginia Department of Medical Assistance Services; and
- **Jay W. DeBoer, J.D.**, Commissioner of the Virginia Department for the Aging.

Mrs. Reid earned a Bachelor's degree in Education from the College of William and Mary in 1965. She was a long-distance caregiver for her parents from 1984 to 1998, an experience that inspired her to become an advocate for the aging. She launched her own business, Green Inc. of Virginia; published the "Senior Lifestyles Retirement Housing and Resource Guide," and presented programs dealing with aging issues.

Mrs. Reid was President of the Advisory Board for the Elizabeth Adam Crump Nursing Home in Henrico County, Virginia. She was appointed to serve on the Governor's Advisory Board on Aging in 1994, and has served on both the Board and its successor, the Commonwealth Council on Aging, since that time. Mrs. Reid is currently a member of the Regional Advisory Committee for The Hermitage at Cedarfield. Nationally, she serves as Vice Chair of the Board of Directors of the Alpha-1 Antitrypsin Deficiency Association, and is an advocate for Coalitions against Pornography. An active member of the West End Assembly of God, Mrs. Reid is married to John S. (Jack) Reid, Delegate to the Virginia General Assembly. They have two children, John and Lisa, who reside in Richmond.

Mrs. Reid stated that she was honored to be elected as Council Chair, and would work with the other Council members and staff of the Virginia Department for the Aging to help the Commonwealth of Virginia plan for the needs of its aging population.

Council members also elected **Mrs. Erica Wood, Esq.** of Arlington, Virginia as Vice Chair and **Mrs. Barbara Taylor** of Culpeper, Virginia as Secretary. The Council selected **Mr. Jack Hilton** of Arlington, Virginia and **Mrs. Suzanne Obenshain** of Harrisonburg, Virginia, to serve as members of the Executive Committee. Former Council Chairman **Mr. John W. Burton** of Altavista, Virginia will continue to advise the Executive Committee in a non-voting capacity.

The next regular meeting of the Commonwealth Council on Aging will take place from 10:00 a.m. to 2:00 p.m. on **Thursday, December 4, 2003**, at the Virginia Department for the Aging (VDA). Council meetings are open to the public. For more information, contact VDA toll-free at 1-800-552-3402 (Voice/TTY) or (804) 662-9333.

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COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Ellen Nau, Human Services Program Coordinator

DATE: October 7, 2003

SUBJECT: National Family Caregiver Support Program – Kinship Care

Funding Opportunity:

Direct service grants are available from the Hasbro Children's Foundation to improve the emotional, mental and physical well being of children through innovative direct service programs. Recent grants include programs that recruit and train foster parents for high-risk infants, a national child abuse initiative and support for grandparents raising grandchildren. The foundation has three levels of funding for non-profit organizations:

1. Innovative programs with local impact.
2. National replication of innovations.
3. Innovative programs with national impact.

Applications are accepted on a rolling basis with awards being given three times per year. For further information visit the Hasbro Children's Foundation Web site at

www.hasbro.org/hcf.

Resources: For Kincare Activities and Information

1. "For Grandparents Raising Grandchildren: A series of Workshops to Help You COPE" by Grandparents Resource Center, NY City Dept. for the Aging Call: 1-212-442-1071.
2. "Starting Points for Grandparents Raising Grandchildren" by Aging Services, OK Dept. of Human Services 1-877-283-4113

SUBJECT: National Family Caregiver Support Program – Kinship Care
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3. “Working With Children and Families Separated by Incarceration – A Handbook for Child Welfare Agencies” by Lois E. Wright and Cynthia B. Seymour, Hite Foundation Funding - Child Welfare League
Federal Resource Center for Children of Prisoners (3-year project funded by U. S. Department of Justice – Arlene Lee 1-202-638-2952)
www.childrenofprisoners.org.

These resources provided by Betsy Pugin, Elder Care Coordinator, Fairfax Area Agency on Aging 703-324-5401 betsy.pugin@fairfaxcounty.gov

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

AND: AIM System Managers

FROM: Leonard Eshmont
Information System Administrator

DATE: October 7, 2003

RE: Virginia Aging Information System - AIM Introductory Infomaker Training

VDA will hold **AIM Introductory Infomaker** training on Tuesday and Wednesday, December 9 and 10, 2003. This is a full two-day training course by Dwayne Oedewaldt with the Saber Corporation. Class time the initial day, December 9th will be from 10 am to 5:00 pm. Second day class times will be 8:30 am to 4:30 pm. This is "hands-on" training that will take place at the J. Sargeant Reynolds Community College North Run Parham Road location in Richmond, Virginia.

Registration fee is \$100.00 per person, but limited to the first fifteen participants and **payment must be received in advance**. Because registration is limited, this training is offered on first come, first serve basis. Once registered, please send a check for this fee made payable to Virginia Department for the Aging with notation "AIM Infomaker Training" to our office attention Leonard Eshmont. We ask that no more than one individual per AAA attend. Participants will be responsible for their own transportation, meals, and lodging.

Lodging is available for the nights of December 8th and December 9th at the Sleep Inn. Rates are \$59.00 per room plus applicable taxes. Reservations can be obtained by calling toll free 1-877-424-6423 or locally 804-515-7800 and providing the following name and confirmation number: Rochelle Clarke, #55947719. Reservations must be made no later than Monday December 1, 2003; otherwise there is no guarantee a room will be available at the time of your request.

SUBJECT: Virginia Aging Information System - AIM Introductory Infomaker Training
Page 2 of 2

Directions to J. Sargeant Reynolds Community College North Run and to the above mentioned hotel will be included in next weeks reminder notice of this event. Please respond by November 19, 2003 if you have personnel that would like to attend this event. I can be reached by phone at (804) 662-9800 or email at leshmont@vdh.state.va.us.

Cc: Tim Catherman

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Ellen Nau, Human Services Program Coordinator

DATE: October 7, 2003

SUBJECT: New Venue – National Family Caregiver Support Program Training

Thanks to Thelma Bland Watson, Executive Director of Senior Connections – Capital Area Agency on Aging, we have a new home for the October 21 NFCSP Training. The training will begin at 9:30 A.M. at Senior Connections located at 24 East Cary Street Richmond, Virginia 23219. Parking will be paid for by VDA. Please let me know if you will need a parking pass. Directions to Senior Connections are attached.

Lunches can be ordered from Café 1602. Please return the attached registration/lunch order form to Ellen Nau 1600 Forest Avenue Richmond, VA 23229 with your lunch selection and check for \$7.30 made out to Treasurer, Commonwealth of Virginia no later than COB Thursday, October 16.

I am looking forward to seeing all NFCSP staff at the training for a wonderful day of learning and sharing information about the NFCSP! Featured speakers will include Faye Cates of VDA, Senior Connections, Jane Ward-Solomon of the Department of the Blind and Visually Impaired, Fairfax County Area Agency on Aging and all of you as we share our ideas and programs on caregiving.

National Family Caregiver Support Program Training
Tuesday, October 21, 2003
9:30 A.M.
Senior Connections – Capital Area Agency on Aging, Inc.
24 East Cary Street
Richmond, VA 23219
804-343-3000

Name: _____

Agency: _____

Contact Information:

Phone: _____ **FAX:** _____ **E-mail:** _____

Lunch Order: \$7.30 per lunch

Select One Entrée:

_____ **The Café Club** – turkey breast, black forest ham, bacon, swiss and American cheeses.

_____ **The Ratcliffe** – honey ham, smoked turkey, swiss cheese, lettuce, tomato and mayo

_____ **Veggie Wrap** – combination of fresh veggies, including sweet peppers, mushrooms, cucumber, shredded cheeses and ranch dressing

Select one drink:

Diet Coke _____ **Coke** _____ **Sprite** _____ **Water** _____

A selection of sides and desserts will be offered.

Please make checks payable to **Treasurer, Commonwealth of Virginia** and send with this form to Ellen Nau, Virginia Department for the Aging, 1600 Forest Avenue, Richmond, VA 23229 no later than Thursday, October 16, 2003. Thank you!

I need a parking pass. _____ Yes _____ No



24 E. Cary Street
Richmond, Virginia 23219
Tel: 804-343-3000
TDD: 804-343-3008

Directions

FROM NORTH:

Take I-95 South towards Richmond to the Belvidere Street Exit. After exit, turn left at light onto E. Leigh St. and get into far right lane. At next light, turn right onto Chamberlayne Avenue which turns into Belvidere St. At seventh stoplight, turn left off of Belvidere onto E. Cary St. Go through three stoplights and our building is the first, three-story brick building on the left after the third light.

FROM SOUTH:

Take toll road, Downtown Expressway 195, to Belvidere St. Exit. At second stoplight after exit, turn left onto Belvidere St. Go approximately 3 blocks and turn right onto E. Cary St. Go through three stoplights and our building is the first, three-story brick building on the left after the third light.

FROM EAST:

Take I-64 to Fifth St. (Downtown)Exit. Follow Fifth St. south towards Main Street. Turn right onto Main Street heading west. Turn left onto First Street and our building is at the corner of the block on the right. Parking lot entrance is on the right, immediately behind beige, three-story brick building.

FROM WEST:

Take I-64 to I-95 South towards Richmond. Then follow above directions, "From North".

PARKING:

Senior Connections is located at the corners of First and E. Cary Streets. Two-hour street parking is available on all adjacent side streets and additional parking is available behind the building with access from First Street. Handicapped parking is located beneath the building and is accessible from the E. Cary Street entrance.

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Finance Directors
Area Agencies on Aging

FROM: Warren J. McKeon

DATE: October 7, 2003

SUBJECT: Final Contract Year 2003 Financial Report And Service Report (13th Month Report)

The Contract Year 2003 Financial Report And Service Report (13th Month Report) should be completed and electronically submitted to the Virginia Department for the Aging (VDA) by the close of business, **November 17, 2003**. This report is used by Area Agencies on Aging (AAAs) to report finalized annual performance, expenditures and receipts for the fiscal period October 1, 2002 through September 30, 2003. The following schedules must be submitted.

- **Final Contract Year 2003 Financial and Service Report:** This year the Aging Monthly Report (AMR) will be used to report compiled annual programmatic and financial information for the period October 1, 2002 to September 30, 2003. When completing your report, select **Final (13th Mo)** from the month drop down menu on the payment worksheet. Please name your file, "Final PSA xx," when emailing your submission to vdareports@vdh.state.va.us. Insert your PSA number in the characters denoted by xx.
- **Final (13th Mo) – Schedules A, B, & C:** Schedules A, B, & C have been written in Excel and are available on the VDA website. The three schedules are tabbed as separate worksheets in the workbook. The workbook should be downloaded to your computer

SUBJECT: Final Contract Year 2003 Financial Report And Service Report
(13th Month Report)

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before completion. Please name the file, "ABC PSA xx," when emailing your submission to:

- vdareports@vdh.state.va.us. Schedules A, B, & C are to be included in your audited financial statements as supplementary information and your audit firm is required to include these schedules in their audit opinion. Please ensure that the agency submission and the schedules included in the audit report are the current format.
 - **Schedule A, Status of Funds:** This schedule provides an accounting of grant funds on hand at the beginning of the period, and receipt and expenditures of grant funds during the period. Although general fund awards for fiscal years ending on June 30, 2003 needed to be obligated by June 30, 2003, the recipient had until September 30, 2003 to liquidate the obligations. If a cash balance exists on September 30, 2003 from any general fund award for the Program Year (PY) ending on June 30, 2003 please refund the balance to VDA with a copy of Schedule A as your remittance advice.
 - **Schedule B, Costs by Program Activity:** This schedule accounts for the expenditure of funds by activity rather than grant. Please ensure that Schedules A & B tie where appropriate.
 - **Schedule C, Status of Inventories:** Tangible personal property purchased with funds from a Federal or State grant should be included. Generally, equipment or large quantities of food would be the main items reported. Equipment with a fair market value of less than \$5,000 per unit should not be reported.

Contractor Certification Form: This form should be prepared on AAA letterhead and signed by the AAA Executive Director.

SUBJECT: Final Contract Year 2003 Financial Report And Service Report
(13th Month Report)

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Please mail the Contractor Certification to:

Warren J. McKeon, Fiscal Manager
Virginia Department for the Aging
1600 Forest Avenue, Suite 102
Richmond, VA 23229

Your submission should include all contracts issued by VDA to support contract year 2003 operations. All funds received during the period, October 1, 2002 to September 30, 2003, should be accounted for and included. As a reminder, your agency's audit report is due to VDA by December 15th. One 30-day extension may be requested in writing, but the extension request must be received before December 15th.

CERTIFICATION

I, (Insert Name)_____ certify that I am the
Executive Director_____ of _____ (Area Agency on
Aging)_____.

I have reviewed the Final (13 Month) Aging Monthly Report (AMR) and Status of Funds, Costs by Program Activity, and Status of Inventories (Schedules A, B, & C). By submitting these reports, as required by the Virginia Department for the Aging (VDA) Regulations, Section, 22 VAC 5-20-480 and Section 22 VAC 5-20-500, I certify, that to the best of my knowledge and belief, this information is a true, correct, and complete statement prepared from the books and records of the agency in accordance with applicable instructions, except as noted.

Further I certify that all costs and revenues reported are allowable as specified by the contracts issued with the VDA. Any audit adjustments that occur subsequent to the filing of these documents, shall be promptly reported to the VDA.

Executive Director

Date